Approved For Release 2001/08/07 : CIA-RDP78-04718A001700230008-2

DATE 15 December 1955

TO

: Personnel or Administrative Officer,

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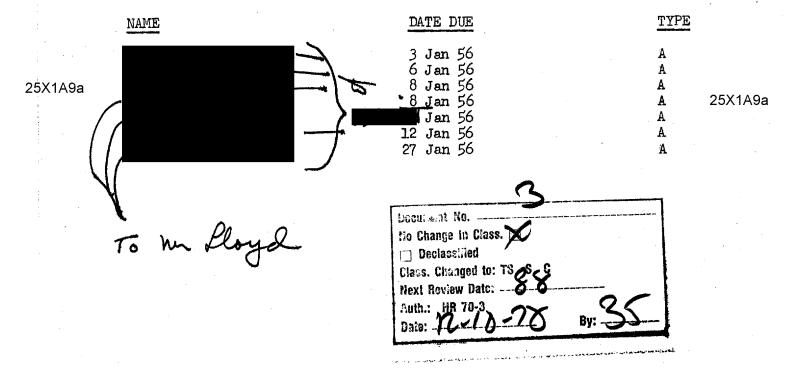
FROM

: Chief, Records and Services Division

SUBJECT : Fitness Reports

The following listed employees are to be evaluated on the appropriate Fitness Report form. Next to each name is indicated the type of evaluation (Λ - Annual or I - Initial) and the date the employee is to be evaluated.

Please type or print the name of the rater and the reviewing official in Section III in addition to having the rating and reviewing official sign in the appropriate space.



You are reminded that, in accordance with Regulation the original of the Fitness Report is due in the Office of Personnel within fifteen (15) workdays following the expiration of the date indicated above for each employee located in Headquarters

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Chief Records and Services Division